

## MoneyPlu\$

# PLAN YEAR

### FLEXIBLE SPENDING ACCOUNT • REIMBURSEMENT REQUEST FORM

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETION.
PLEASE ATTACH SUPPORTING DOCUMENTATION

A.	NAME					HOME PHONE ( )			
DAY PHONE ( )					ADDRESS				
	CITY					ZIP			
					EMPLOYER				
B.	MEDICAL EXPENSE	FLEXIB	LE SPEND	ING ACCOUNT					
SU	IMMARY OF EXPENSES						Dates servi	ce provided	
Name of person		Relation		Provider of services*		Deductible	From	То	Amountto
	receiving services		oyee	Flovider of Services	)	or Co-Pay	Mo/Day/Yr	Mo/Day/Yr	be reimbursed
								-	
								<u> </u>	
* "P	rovider" means hospital, doctor, dent	ist, drugsto	ore, medical s	upply store, etc.				TOTAL	
C.				ING ACCOUNT					
		, –		15.0					
	s the facility Tax Exempt?	res □	No □ Ta:	x ID# or social secu	rity # of Da	ay Care pro		aa providad	
	IMMARY OF EXPENSES					ay Care pro	Dates servi	ce provided	Amountto
		Yes □ Age and grade	No   Relationship to employee	Provider of	urity # of Da of services* ddress	ay Care pro		ce provided To Mo/Day/Yr	Amountto be reimbursed
	IMMARY OF EXPENSES  Name of person	Age and	Relationship	Provider of	of services*	ay Care pro	Dates servi	To	
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	IMMARY OF EXPENSES  Name of person	Age and	Relationship	Provider of	f services*	ay Care pro	Dates servi	To	
SU	IMMARY OF EXPENSES  Name of person	Age and grade	Relationship to employee	Provider of	f services*	ay Care pro	Dates servi	To	
SU "P	Name of person receiving services  Tovider" means day care center, person review of person receiving services	Age and grade	Relationship to employee	Provider of and a	of services* ddress	ay Care pro	Dates servi	To Mo/Day/Yr	
SU.	MMARY OF EXPENSES  Name of person receiving services  receiving services	Age and grade	Relationship to employee	Provider of and a	of services* ddress		Dates servi From Mo/Day/Yr	To Mo/Day/Yr  TOTAL	bereimbursed
SU "P	Name of person receiving services  Tovider" means day care center, person review of person receiving services	Age and grade  on who ga	Relationship to employee	Provider of and a	of services* ddress	rovided to me	Dates servi From Mo/Day/Yr  or my eligible d	To Mo/Day/Yr  TOTAL	be reimbursed
SU "P	MMARY OF EXPENSES  Name of person receiving services  rovider" means day care center, person NATURE OF DAY CARE PROVID Subove is a true and accurate statemer eread and understand the informatics.	Age and grade  on who ga  ER  ent of unrition on the	Relationship to employee	Provider of and a	e expenses pi	rovided to me	Dates servi From Mo/Day/Yr  or my eligible d	To Mo/Day/Yr  TOTAL  ependents on the arding requests to the arting request to the arting requests to the arting request to the arting re	be reimbursed
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### Instructions for Reimbursement

#### **General Instructions**

- ♦ To request reimbursement, a statement, bill or receipt from your service provider(s) showing the services received, must be attached. This statement must clearly identify the service provider, date and type of service provided, and amount of expense. Please note that signed receipt is required for Dependent Care reimbursement as noted below.
- ♦ Reimbursement cannot be claimed if the cost can be reimbursed under any other source.
- Services must have been incurred to receive reimbursement. You may not request reimbursement until you have received the service, regardless of when you pay for it.
- Reimbursement can only be made for expenses resulting from services that have been provided within your period of coverage.
- ◆ The expenses for which you receive reimbursement cannot be claimed on your income tax return.
- According to IRS regulation, any unused year-end balance in your spending account, may not be carried over to the next plan year. It will be forfeited to your employer.
- If a service is provided during your current period of coverage and will continue to be provided in a subsequent plan year, you will not receive reimbursement for the services you receive in that subsequent plan year unless you re-enroll in the account(s) and submit a reimbursement request form for that period.
- If dates of service begin in one plan year and end in the next plan year, and you are enrolled for both years, please prorate the expenses and complete a separate form for each plan year.
- ♦ Your employer has allowed for a grace period after the end of your plan year which you may submit reimbursement requests for services which occurred during the period of coverage (March 31).
- ♦ Copies of cancelled checks are not sufficient documentation of incurred expenses.
- ♦ Please send legible photocopies of your original statements, bills or receipts.
- Be sure to sign and date this form, after reading it carefully.
- ♦ You may access your account information or request Reimbursement Request forms, 24 hours each day, by calling our toll-free Interactive Benefits Information Line at 1-800-865-3262.

### Additional Medical Expense Flexible Spending Account Instructions

- Make sure you complete Section B in its entirety.
- Medical expense reimbursement requests must be submitted with copies of a statement, bill or receipt from your service provider(s) showing the date that the service has been received.
- ♦ For reimbursement of prescription costs, you must supply prescription name and number.
- ♦ Expenses for "cosmetic surgery" are ineligible for reimbursement through a medical expense account. The services must promote proper function of the body or are designed to treat, prevent, cure or mitigate a specific medical condition as defined by IRS regulations. A letter from your health care provider indicating the services are medically necessary must be submitted with the request for reimbursement of services which are generally considered cosmetic in nature.
- ♦ Orthodontic procedures for primarily cosmetic reasons are not eligible for reimbursement.

#### **Additional Dependent Care Flexible Spending Account Instructions**

- ♦ Make sure you complete Section C in its entirety.
- ♦ The dependent care expenses must be provided to allow you and your spouse to work or to look for work. Your spouse is considered working if he or she is a full-time student or incapable of self-care.
- ♦ The total dependent care expenses this year can not exceed the lesser of your or your spouse's earned income for the year as adjusted for disability or periods of schooling or searching for employment.
- ♦ According to IRS regulations, dependent care reimbursement requests cannot be processed without receipts from the provider showing the name, address, and tax I.D. Number (or Social Security number) of the provider. A signature is required if your provider is an individual. Beginning and ending dates of service are required on the dependent care receipt. In lieu of a separate receipt your day care provider may sign this form.
- Fringe Benefits Management Company is unable to authorize payment until after the last date of service for which you are requesting reimbursement.
- A qualified dependent is your dependent under age 13, your dependent who is physically or mentally incapable of self-care or your spouse who is physically or mentally not able to care for himself or herself. According to the IRS, physical or mental incapacity is not being able to dress, clean or feed oneself.
- Payments for dependent care cannot be made to someone you or your spouse claim as a dependent and, if the person you make payments to is your child, he or she must have been age 19 or older by the end of the year.
- Tuition is not a reimbursable expense.
- Overnight camp expenses do not qualify for dependent day care reimbursement.
- Educational expenses incurred for a child in kindergarten and up do not qualify as a reimbursable expense; however, before and after school care expenses can be claimed.
- Expenses such as registration fees, activity fees, books, supplies and meals are not reimbursable.

FAX to: (850) 425-4608

Retain a copy of your request form and original receipts for your records.